



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STUDENT FINANCIAL ASSISTANCE PROG COORD

Job Number: 20001691

Job Code: 91930V000101

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the operation of financial assistance programs or functions of the Kentucky Higher Education Assistance Authority, and/or reviews KHEAA program operations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience in educational administration, public administration or financial administration, which must include one year in the processing of student loans or administrative experience in student financial aid.

Substitute EDUCATION for EXPERIENCE:

Graduate study in business administration, education, public administration, communications or a related field will substitute for the educational administration, public administration or financial administration experience up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Experience in educational administration, public administration, financial administration, processing of student loans or administrative experience in student financial aid will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the planning, implementation and supervision of one or more KHEAA financial assistance programs or functions. May coordinate the data processing requirements related to programs or functions. Assists in the development, interpretation and application of laws, regulations, policies and procedures pertaining to KHEAA administered programs. Prepares and evaluates administrative reports relating to state and federal reporting requirements. Reviews, analyzes and evaluates program operational methods and procedures both internal and/or external. Plans, coordinates, and delivers training programs and workshops for institutional and lender personnel. Writes and revises program manuals and informational literature. Serves as liaison between the agency and the federal, state, and participating lender and institution officials in matters relating to assigned functions or programs.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.